

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
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STATE OF ARIZONA

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SCHOOL FINANCE MEMORANDUM 02-061

TO: Superintendents, Business Managers, Principals, and Attendance Officials

FROM: Marcie Celaya
Director of School Finance

DATE: June 27, 2002

SUBJECT: Arizona Public School Registers

It is that time of the year to submit orders for Public School Registers. Please submit your order no later than July 31, 2002. Schools can use an alternate way of tracking student attendance, such as an electronic student attendance system which is in compliance with SAIS.

Student membership and absences must be recorded and reported accurately by schools to ADE. These records provide the primary basis upon which State aid is apportioned to the public schools of Arizona.

The records prepared for student attendance must be retained and disposed of in accordance with the schedule in the School District Records Management Manual. Responsibility for the security and storage of these records rests with the district's/holder's records custodian. All such records are subject to review by ADE, the Auditor General, and the independent public account contracted to audit the district/holder. (For a copy of the manual, contact the Records Management Division of the Department of Library, Archives and Public Records at (602) 542-3741) or access this information at www.lib.az.us.)

Please refer to School Year and Attendance Requirements for state requirements, (ARS § 15-801.A).

This year the order form for Arizona Public School Blue Register Books (ADE41-006), High School Attendance Cards (ADE40-111) and High School Monthly Attendance Cards (ADE40-112) can be found by going to the ADE Website www.ade.az.gov/schoolfinance/Forms then click on Districts Attendance Accounting Materials Order Form. Once the on-line form has been completed simply click on "Submit Form". This will send form electronically to School Finance for processing.

If you have any questions, please call School Finance at (602) 542-5695.